

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: November 1, 2005
	Section 11: Transferring Intercounty CA/N Intake Reports	Version: 1

POLICY

- When a local Indiana Department of Child Services (DCS) office receives allegations of child abuse/neglect (CA/N) that took place in another Indiana county, the office will:
 - Notify the local DCS office that has jurisdiction in county where the allegations occurred; and
 - Transfer the report to that local DCS office for evaluation.
- When a local DCS office receives allegations of child abuse/neglect (CA/N) that may pose a conflict of interest due to relationships between subjects of the report and local office staff, the office may transfer the report to another county for investigation (assessment)

Code References

- N/A

PROCEDURE

The intake worker will:

1. Gather as much information as possible to create a thorough intake report (see separate policy, [Creating a CA/N Intake Report](#)); and
2. Evaluate the intake report as outlined in the separate policy, [Initial Evaluation of CA/N Intake Reports](#).
3. Make a recommendation to transfer the intake report to another local DCS office if:
 - The alleged incident(s) took place in another county; or
 - A conflict of interest may exist due to relationships between subjects of the report and local office staff
4. Forward the intake report to the intake supervisor for review.

The intake supervisor will:

1. Agree or disagree with the intake worker's recommendation to transfer the CA/N intake report to another Indiana county.
2. If transferring the report, immediately contact the intake worker at the local DCS office to which the report is being transferred. The initial contact will be made via telephone; **voice mail, email and fax are not acceptable.**
3. Find out the name of the intake supervisor on duty at the local office to which the report should be transferred.
4. Follow steps in ICWIS to "transfer" the report by "assigning" it to the intake supervisor at the local office to which the report is being transferred.
5. Confirm receipt of the report via phone if the allegations require that an investigation be initiated within 1-hour

The intake supervisor that receives the transferred report will:

1. Review the report to determine the appropriate response. See separate policy, [Supervisory Review of CA/N Intake Reports](#).

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- N/A

RELATED INFORMATION

Transferring CA/N Intake Reports to Other States

See procedure and practice guidance in separate policy, [Receiving Calls \(Overview\)](#).